

Security Area Approval Program

Objective:

Classified matter must be processed, discussed, handled, or stored in security areas that provide protection measures equal to or greater than those present in a Limited Area. Buildings and rooms containing classified matter must have the security measures necessary to detect and deter unauthorized persons from gaining access to the classified matter. This includes security measures to deter persons outside the facility protective zone from viewing or hearing classified information. Confining classified activities to approved security areas is an integral part of the Headquarters protection strategy.

Requirements:

DOE Headquarters has two types of security areas:

Limited Area – Limited Areas are security areas designated for the protection of classified matter. Limited Areas are defined by physical barriers encompassing the designated space and access controls to ensure only authorized personnel are allowed to enter and exit the area. A means must be provided to detect and deter unauthorized entry into the Limited Area.

Exclusion Area – An Exclusion Area is a security area established for protection of classified matter, where mere presence in the area would normally result in access to classified information. The boundaries of Exclusion Areas must be encompassed by physical barriers that detect and deter unauthorized entry. Exclusion Areas require access controls that ensure only authorized personnel are allowed to enter and exit the area.

The security area approval process must be documented from initial visit through deactivation. Upon receipt of area approval from the Office of Headquarters Security Operations, HS-1.31, the Headquarters Security Officer (HSO) is required to update the security area list in their Element appendix to the HQFMSP and submit to the Headquarters Survey Program Manager, Headquarters Technical and Information Security Team, HS-1.31.

NOTE: The Director of the Office of Headquarters Security Operations will approve security areas utilizing requirements set forth in DOE directives. In cases where all security measures defined in DOE directives cannot be met, a deviation to the requirement(s) containing the justification and mitigating factors may be requested.

Upon determination by a DOE HQ Element that the need for a new security area for conducting classified activities is necessary, the HSO must first determine if the area meets the requirements for TSCM services. Areas that require TSCM services are determined by the activities that will be taking place within the proposed security area, regardless of the designation as a Limited or Exclusion Area. If the area does require TSCM services, the process for establishing this security area can be found on the Technical Surveillance Countermeasures web page.

All security area actions (i.e., new, upgrade, downgrade and deactivation) must be requested using the Security Area Request/Information Worksheet (Attached). Completed worksheets must be submitted to the Team Leader, Headquarters Technical and Information Security Team.

Members from the Headquarters Survey Team will conduct a review of the area and prepare the appropriate report. An advice and assistance report will be completed if all required protection measures are not found to be in place, an approval memorandum and certificate will be generated if the security posture is adequate for the requested activities and if the security area is no longer required, a memorandum deactivating the area will be completed.